





## **DIVISION OF WORKFORCE DEVELOPMENT FREQUENTLY ASKED QUESTIONS**

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1. Will the local budget cover tuition reimbursement for staff? If so, we will need to get ensure requests from staff are on their PDP. **No; these will be considered on an individual basis and dollars will not be included in local budgets.**

If tuition reimbursement is to be included we have new employees yet to be hired and potential for masters' level classes that could significantly increase the level of funding needed for this category. **N/A**

2. Do we have authority to move funds from one category to another? And, is there a limit on amounts that can be moved? **Yes, funds may be moved, and there is no limit to the amount that can be moved. Earmarked funds such as those funds for Business Reps, Veterans, etc. should not be included. In all instances, you Financial Management must have prior notification so that the allocation adjustments can be made.**
3. Will printer cartridges be charged back to local budgets? **Yes, printer cartridges are considered supplies.**
4. Do we understand correctly that travel expenses including lodging, rental vehicles, mileage and meals are included? **Yes.**
5. Are the expenses for vet staff travel included? **Yes, as well as METP, PFS, Business Representatives, etc.**
6. If a Business Rep is getting direction/supervision for day-to-day travel from the WIB, will their expenses be included in local DWD budget? **Yes.**
7. Will PFS staff expenses for travel be included in local budget even though expectations to attend training and meetings often come directly from Central Office Program staff? **Yes.**
8. When meals are provided at a meeting or training session out of the office/region, is that charged back to local budgets? **Depends; when meals are provided and billed as a group for attendance at a meeting organized by Central Office, they will be charged to a Central Office cost center. However, if a staff member is attending a meeting or training session out of their office/region, and**

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they incur a meal and claim it on their expense account, it will be charged to their cost center.

9. Are membership dues to local Chambers, HR Associations, etc, included in local budgets? **Yes.** If so, will allowances be made for potential increases in those dues? **If there is an increase and it is known in advance, we can adjust the amount; if not, we will need to look at adjustments as these situations occur.**

10. Assuming the cost for the hiring of a functional manager is a shared cost, will the DWD portion of that cost be included in local budget for:

- a. salary and fringe
- b. travel expenses including mileage, meals and lodging


**As with many shared costs in a one-stop career center environment, the cost of supporting a functional manager should be discussed and agreed upon by local partners at the beginning of each program year and included as part of a resource sharing/financial planning agreement. Any commitments of state funds as a part of these agreements must be approved by the DWD Director. As One-Stop centers are chartered, these cost-sharing arrangements must be included as part of the Business Plan under "Part VI: Financial Plan – Service and System Operating Costs." DWD is providing flexible staffing grants to Local Workforce Investment Boards (LWIBS) for PY07/FY08, and some Boards have indicated they will be using these funds to pay for functional management costs.**

11. Are costs for these trainings and conferences to be included in local budgets (including registration fees, travel expenses including meals, lodging and mileage)? **Costs for training and conference attendance are considered professional development, and we generally charge professional development expenditures back to the employee's home/official domicile cost center. The exception is the Governor's Conference; because of the volume of attendees and subsequent cost coding that would be required, Central Office pays for this conference.**

- a. MAWD **(yes, charged to local budgets)**
- b. Heartland **(yes, charged to local budgets)**
- c. NAWDP **(yes, charged to local budgets)**
- d. Statewide PFS/CSE Meetings and Conferences **(yes, charged to local budgets)**
- e. OA Training **(yes, charged to local budgets)**
- f. Governor's Conference **(no, not charged to local budgets)**
- g. Southern Growth Workforce Summit **(yes, charged to local budgets)**
- h. Veterans' Statewide Conference **(yes, charged to local budgets)**
- i. Workforce Innovations 2007 **(no, not charged to local budgets)**

12. The WIB in my region is discussing a shared cost budget. Will there be line items in the local budget for shared-cost expenses such as:

- a. Janitorial supplies
- b. Office supplies

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- c. Computer supplies
- d. Participant supplies
- e. Food supplies
- f. Paper towels
- g. Switchboard Staff
- h. Reception Staff
- i. Functional Manager

See Answer 10. Shared cost agreements should be discussed and agreed upon prior to the beginning of each fiscal year. All shared-cost agreements require the approval of the DWD Division Director and the Local Workforce Investment Board (LWIB).


13. If switchboard, reception and functional manager staff are to be included in the shared cost budget, will DWD's share of their professional development and travel costs be included and billed to the local budget?

See Answer 10. Shared-cost agreements should be discussed and agreed upon prior to the beginning of each fiscal year. The local budget includes the professional development and travel costs of DWD employees only. However, a separate cost-sharing agreement could delineate "cost-sharing" of functional manager expenses, paper towels for the office, etc.

14. Our WIB has Alchemy modules that can be delivered on-site at an employer's business. If DWD staff facilitate Alchemy training off site at a local business utilizing the WIB's Alchemy system, is it acceptable for their mileage and time to be charged to local budget? If so, will there be allowances for that travel included local budgets? **Yes.**
15. Are supplies such as printed handout materials and brochures from DWD print shop charged back to local budgets? **Printing costs are not included in the local budgets at this time.**
16. Are business cards DWD envelopes, etc., charged back to local budgets? **These are printing costs and are not charged back to local budgets as this time.**
17. As an example, the WIB determines who attends Business Services Team training events. Are expenses for DWD staff that attend such training events charged back to local budgets? **Yes; however, it is our expectation that WIBs would consult with the appropriate DWD supervisor when making such determinations.**
18. Will additional funding be provided under extenuating circumstances given sufficient explanation is provided? **If specific situations arise that require funding, they will be handled on a case by case basis. Such circumstances should be brought to the attention of the Regional Coordinators as well as the Manager of the Financial Management Section and the Assistant Director-Administration for a decision.**

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19. If training requests are to be approved at the local level, will we still submit training requests? **Yes, training requests, once approved, will need to be submitted to Central Office along with an updated Performance Development Plan (PDP) that includes the training that was approved. The Skill Development Center (Training Unit) will register the employee for the course and update the employee's training file with the new/revised PDP. Will Central Office still have the right to reject a training request? Approval of staff training (and expenditure of professional development funds) will be at the local level. DWD supervisors must ensure funding is available and the training is relevant to the agency, prior to approving training requests. In addition, supervisors should ensure the employee has taken computer-based training such as Mind Leaders and Alchemy topic-specific modules, if they are available prior to approving other courses that will incur additional expense. For example, employees should take the Alchemy module on sexual harassment in lieu of taking such a course through another training venue (OA, Career Track, etc.) Central Office does retain the ability to request justification, if a specific training request seems questionable, and to reject training requests if other circumstances warrant it. The DWD supervisor and the employee will be provided an explanation when a course is not approved by Central Office.**
20. If we have local DWD staff assigned to the Chartering Team process will that travel expenditure come out of the local budget? **Yes.**
21. With training at NVTI will the only costs charged to the local budget be costs for travel to and from the airport? Or, are there other costs associated with NVTI training that will be included in the local budget? **No, there will be no costs associated with NVTI from your local budget. NVTI covers the costs of travel for their training and any other local costs will be considered out of state travel, which is not included in your budget.**
22. Will any out-of-state travel expenditures be charged to the local budget? **Out-of-State travel will require DWD Central Office approval as well as DED approval. Costs for out-of-state travel are not included in local budgets.**
23. Will local postage usage be charged to the local budget and under which category? **Postage is tracked separately, and postage costs are not considered supplies. Local budgets do not include postage costs.**
24. If assistance is required to send staff to another Career Center to help out. Will expenses be charged to local budgets? If so, which Career Center will incur the expenses? **Yes; travel expenses would be charged to the official domicile of the employee.**
25. Is the telephone bill charged back to local budgets? If so, shouldn't we be able to see the entire telephone number dialed so we have some potential to note inappropriate or misuse? **Telephone bills are not included in the local budgets. FYI: Phone bills should now include the entire billing detail (complete phone**

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number). If you are not seeing detailed billing, contact Central Office, Financial Management at 573-751-3516.

Will cell phone monthly charges be included in local budgets? **No.**

26. Will Work Keys assessments be charged back or somehow included in local budgets? If so, how will charges be determined? **No.**

27. Is there a yearly fee for Alchemy and if so, will that fee be charged back to local budgets? **There are annual licensing fees for Alchemy, but such fees are not included in local budgets.**

28. Job Fairs, Business Expos and Career Days often charge a fee for participation if we want to set up a booth. Will fees for these events be included in local budgets? **Booth fees are not included in local budgets.**

29. Do we still need to prepare a memo for approval of Chamber of Commerce and other Membership dues to be approved by senior staff before payment can be processed? **Yes. Attach a note stating the reason for the membership and why it is beneficial to the agency.**


30. Will MAWD membership dues be charged back to the respective career centers? **No. Effective July 1, 2007, the Division will be paying membership dues for MAWD members, but they will not be charged back to the career center of each individual.**

31. Will we receive all our allocations upfront? **No. Local budgets will be effective July 1. Each Career Center will have a budget for professional development, travel, and supplies. The State of Missouri allocates funds to each Division based on the following breakdown at the beginning of each new fiscal year:**

1 <sup>st</sup> quarter July – September	40% of funds available
2 <sup>nd</sup> quarter Oct – Dec	20% additional funds available
3 <sup>rd</sup> quarter Jan – March	20% additional funds available
4 <sup>th</sup> quarter April – June	20% balance of funds available

DWD Financial will adhere to the above breakdown in making funds available to each Career Center. If special circumstances arise and a greater amount is needed before funds are actually released to expend, please contact the Financial Manager to request an early release of funds. Funds remaining at the end of each quarter will be carried over into the next quarter.

32. Could you clarify the role of the functional manager with regard to DWD local budgets? **DWD supervisors should “consult” with functional managers to discuss budgets and proposed expenditures. It would be good planning practice for the DWD supervisor and the functional manager to have a budget discussion prior to the start of each fiscal year to review what funds are available for the three categories (travel, professional development and office supplies). If there is to be**

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any cost-sharing of expenditures within these categories (or with other career center expenses such as functional manager expenses), these discussions should occur well in advance of the start-up of the new state fiscal year (July 1). The Division Director for Workforce Development and the Local Workforce Investment Board (LWIB) must approve all cost-sharing agreements. It is also recommended that DWD supervisors provide copies of the Central Office local budget expenditure reports to the functional manager on a regular basis so they are kept informed of career center expenditures.

During budget “planning,” there may be a disagreement over a budget issue. Given that the categories of expenses are fairly innocuous, it is not anticipated that this would occur very often. In any event, budget disagreements at the local level would need to be communicated to the DWD Regional Coordinator and the WIB Director to resolve. Keep in mind, the actual approval of expenditures from the state-funded career center budgets remains with the state and the DWD supervisor, but functional managers should be aware of career center expenditure requests because of the ongoing “consultative” discussions expected to occur between the DWD supervisor and the functional manager.

33. Does DWD approve training requests that are past the early registration deadline? DWD encourages early-bird registration for conferences and will not typically pay “late fee” registrations, unless there is appropriate justification included. With limited training and development funds, we need to take advantage of early-bird registration fees.